APPLICATION FOR RECORDS RETENTION SCHEDULE

INSTRUCTIONS: See Publication No. 76–RM–1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date 1/24/84 Application Number 114	Georgia Ports Authority Administration Division Post Office Box 2406 Savannah, Georgia 31402	Application Number **85-57** Date Received: **JAN 2 7 1984**　Date Completed: **JUL 0 3 1985**

2. Person to Contact Carol Moseley
Working Title Administrative Assistant
Telephone Number (912) 964-3820

3. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

4. Dates of Series
Earliest: 1980　Latest: To Date

5. Records Series Title *(followed by title used in office; if different)*
Director of Administration's Subject Files

6. Division and Office Function　What is the function of the Division and the Office in which this record series is created?

The Director of Administration is responsible for the personnel, training, security, communications and reproduction, purchasing and storeroom, risk, loss control and safety functions of the Authority. Personally responsible for manpower planning, executive applicant screening and the management of office space. Reports to the Executive Director.

7. Record Series Description　This file contains the following documents *(include form numbers and titles, if any)*: Attach samples of the file.

Documents relating to:

The administration of all departments listed above.

Included are:

Travel expense records, operating and capital budget for Administration Division, reading files, educational files, manpower files including Job Turnover Report, Job Absence Report, Overtime Report, invoices for labor lawyer, and any other documents retained by this office for reference purposes.

File is arranged: Numerically

8. Monthly Reference Rate　How often are records referred to which are:

One to six months old __daily__; Seven to twelve months old __daily__; Thirteen to twenty-four months old __monthly__; twenty-five months and older __0__? unless for special request.

9. Annual Rate of Accumulation of Records
Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other *(specify)* __2 state size boxes__

AR–50–71; Rev. 76　　　(Over)

YES	NO	10. Questionnaire (Place an "×" in the proper column)
×		a. Is this the official copy of the series? If not, where is it? In some cases, such as manpower reports.
	×	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	×	c. Is this a vital record?
×		d. Does this series have historical or long term research value? May have long term research value.
	×	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	×	f. Is the information contained in this series ever published? If yes, attach copy.
×		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
×		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? All divisions of the Port. (in portion)
	×	i. Is this series (or a major portion of it) regularly microfilmed?
×		j. Does the record series result in a computer printout? Some manpower reports result in computer printouts.

11. Retention Requirements   The following requires the series to be kept:

a. State Law _____ years.   d. Audit period _____ years.

b. Statute of limitation _____ years.   e. Administrative need _____3_____ years.

c. Federal law _____ years.   f. Federal retention instructions _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☐ Hold in the current files area _____ month(s) _____ year(s); then

☒ Transfer to local holding area, hold ____3____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	1/24/84		1/24/84

	State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	6-21-85
	Secretary of State/Designee	6/18/85
	Attorney General/Designee	6/24/85